

# **JOB OPENING**

POSITION OPEN UNTIL FILLED  
APPLICATIONS AVAILABLE ONLINE AND AT CITY HALL

---

## **CITY OF GUSTAVUS**

### **Gustavus Volunteer Fire Department (GVFD) GVFD Chief Officer Position Description**

**Title:** GVFD Chief Officer

The Chief may be hired as either an exempt regular full-time position or a non-exempt regular part-time position, depending on negotiations at the time of hire. Position may be paid by salary or by the hour. Potential number of hours range from 25-40 hours per week depending on availability and qualifications of applicant. Hours will be flexible to provide for emergency response. The position description will be edited accordingly at the time an offer is made.

**Supervisor:** Mayor

**Summary:** The Chief Officer shall manage, lead, and command the Gustavus Volunteer Fire Department, with administrative support from the City Clerk, who serves as the GVFD Administrator.

#### **Essential Duties and Responsibilities:**

1. Plans, coordinates, supervises and evaluates all department operations.
2. Serves as an effective leader of the department volunteer responders developing with them a shared understanding of the role of the GVFD and its volunteers as an essential function within the City of Gustavus.
3. Supports and provides input for department administrative functions assigned to the GVFD Administrator, which includes inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing, and HIPPA compliance assurance.
4. Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
5. Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment and personnel will not compromise the City's ability to provide fire protection and emergency medical services within the City of Gustavus.
6. Coordinates maintenance of response vehicles, equipment and station facilities to assure response readiness within approved budget in cooperation with the GVFD Administrator. Transfers data for maintenance logs maintained by the GVFD Administrator.
7. Handles grievances in accordance with City personnel and grievance

- policies, maintains departmental discipline and the conduct and general behavior of assigned personnel.
8. Supervises all department responders, including Fire and EMS Captains, dispatchers, GVFD safety officers, as well as temporary workers hired for special projects or tasks.
  9. Plans departmental operation with respect to equipment, apparatus, EMS supplies, company assignments, personnel, and safety requirements; supervises the implementation of such plans.
  10. Develops, maintains and enforces department operating procedures governing discipline, training, maintenance, and operation of the department.
  11. Assures that regular Fire and EMS drills or training sessions occur at least three times per month. The Chief may lead or delegate leadership of training. Coordinates with private, state and federal training officers for the additional training of department personnel. Transfers data for training records maintained by the GVFD Administrator.
  12. Helps the GVFD Administrator draft the GVFD annual budget, by providing operational and capital requirements.
  13. Plans and oversees fire facility improvements within budget approved by City Council, and makes recommendations for new or replacement facilities and equipment.
  14. Follows the City's purchasing policies and procedures by submitting purchase requests to the GVFD Administrator who controls all departmental expenditures within the Council-approved budget appropriations.
  15. Transfers data to the GVFD Administrator for the submission of reports to the state using Aurora or currently adopted system.
  16. Transfers data to GVFD Administrator for necessary records and other controls over all response gear such as inventories, maintenance records, etc.
  17. Responsible for maintaining fire department facilities and equipment in clean, organized, safe, and ready condition.

**Additional Duties and Responsibilities:**

1. Serves as the City representative in all activity with the National Park Service, Bartlett Cove regarding Fire and EMS protection and response.
2. Arranges for the services of a medical director and coordinates with the medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
3. Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other reports as requested by the Council, regarding the department's activities.
4. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities.
5. Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fires within City limits.
6. Enforces applicable State fire protection and prevention regulations within the City as directed by the State Fire Marshal and as authorized by State law.

7. As approved by the Mayor, attends training, conferences and meetings to keep abreast of current regulations and best practices in the field.
8. Works with GVFD Administrator to develop grant applications in compliance with City policies and procedures, to support departmental operations, facility improvements and equipment purchases.
9. Other job-related duties as assigned.

### **Qualifications:**

#### **Education and Experience**

1. Graduation from high school or GED equivalent. Advanced college-level training and degree desirable.
2. Specialized training in fire department administration (desired).
3. Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
4. Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services, and/or hazardous material response (desired).
5. General work experience involving leading, managing, training, and supervising workers or volunteers.

#### **Knowledge, Skills and Abilities**

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

1. Modern fire suppression and prevention and emergency medical services principles, including procedures, techniques, and equipment.
2. Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression and prevention and emergency medical services.
3. Recruiting, training, and leading volunteer fire fighters and EMS responders in a small town department (desired).
4. Using tools and equipment needed for operation and maintenance of GVFD response equipment.
5. Training and supervising subordinate personnel.
6. Performing work requiring good physical condition.
7. Communicating effectively orally and in writing.
8. Exercising sound judgment in evaluating situations and in making decisions.
9. Establishing and maintaining effective working relationships with department volunteers, other City employees, the Council, supervisors and the public.

#### **Certifications/Licenses**

1. EMT-I Certification; Advanced EMS certifications (desired).
2. Fire Fighter I Certification (desired). Advanced Firefighter and Fire Officer certifications (desired).
3. Possess, or be able to obtain within one month of hire, a valid State of

Alaska Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.

**Other**

Eighteen years of age or older at time of hire.

Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.

**Work Conditions:**

**Tools and Equipment Used**

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computers, e-mail, phone, and facsimile.

**Physical Demands**

The physical demands described here are representative of those the Fire Chief is expected to encounter.

1. The Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
2. Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
3. The Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.
4. The Chief will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

**Work Environment**

The work environment conditions described here are representative of those the Chief is expected to encounter while performing the essential job functions. The Chief's work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations.

The Chief may also be exposed to the following work conditions and hazards:

1. Cold and/or wet weather.
2. Fire and explosion hazards.
3. Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes.
4. Hazardous liquids such as petroleum products and toxic household or light industrial materials
5. Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions
6. Hazardous biological agents such as blood-borne pathogens

**Notice**

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.